DOCUMENT RESUME

ED 430 573 IR 057 353

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TITLE Disaster Response Plan, Cunningham Memorial Library, Indiana State University.
INSTITUTION Indiana State Univ., Terre Haute. Library.
PUB DATE 1998-06-00
NOTE 24p.
PUB TYPE Guides - Non-Classroom (055)
EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Academic Libraries; Earthquakes; *Emergency Programs; Guidelines; Higher Education; *Library Materials; *Library Planning; Optical Scanners; Preservation; Water
IDENTIFIERS *Disaster Planning; Disasters; Fires; Indiana State University; *Library Materials Conservation

ABSTRACT

This document presents disaster response procedures relating to the damage of library materials at the Indiana State University Library. Information provided includes: (1) immediate emergency actions after a disaster; (2) procedures for salvage of water-damaged materials; (3) "Do Nots" for handling water-soaked books; (4) procedures for materials damaged due to earthquakes; (5) procedures for materials damaged by fire or smoke; (6) another in-house option for salvage of library materials (i.e., use of a digital scanner); and (7) the importance of documenting as much as possible. Appendices include work and home telephone numbers of people to contact, sources for volunteers, a list of priority areas within the library, and a list of library and archival restoration facilities, suppliers, and conservators. (AEF)

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ED 430 573

DISASTER RESPONSE PLAN

CUNNINGHAM MEMORIAL LIBRARY

Indiana State University

Prepared by

Kathleen Gaul

June 1998

IR057353

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PREFACE

This document relates only to damage of library materials—for disasters involving people in the library building, please refer to the document dated summer 1997, with the title "Emergencies And Disasters: What To Do?" which was produced by the Library Faculty Assembly's Administrative Affairs Committee. In is also useful to know that the Library Systems Department has its own Disaster Plan. Of course, the procedures that follow should only be undertaken **after** safety professionals have determined that the building is safe for library employees to re-enter. Initial consultation of Disaster Response and Planning for Libraries by Miriam B. Kahn would be invaluable as soon as a disaster takes place—there is a copy in the shelves with the call number Z679.7.K38 1998 and the Information Resources Development Librarian has her own copy at home.

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IMMEDIATE EMERGENCY ACTIONS AFTER A DISASTER

The following are immediate actions to take after a disaster has occurred and library materials have been damaged.

A. Telephone:

1. During normal weekday hours of 8 a.m. to 4:30 p.m.: Facilities Management, ext. 8100. (SEE Appendix I for full list of whom to call for which kind of an emergency)

2. All other times: Public Safety Department (ISU Police), ext. 5555 (or 911).

3. Indiana State University Library Administrators: Associate Vice-President for Information Services and Dean of Library Services, Associate Dean for Library Services, and Assistant Dean for Library Services. (SEE Appendix I)

4. Head of Library Disaster Team, plus other members of the Disaster Team. (SEE Appendix I)

5. Public Relations Librarian (SEE Appendix I), who will officially inform the news media, library vendors, and suppliers about the disaster, inform the public when the building will reopen (if necessary), and put together appeals to the public for help, supplies as needed, etc. She/he will also work with the Circulation Department to give out current information about the library's status on the CML hours telephone number, and work with the L. I. S. Department to update the library's Homepage on the Internet.

B. Stay out—it may still be dangerous for a variety of reasons!

1. Do not enter the damaged area until appropriate Facilities Management personnel, police, or firemen have announced that it is safe for authorized library employees to enter the area.

2. Post library employees at the entrances to the damaged area to keep out un-authorized personnel (and if building remains open, library users and carrel occupiers). It will improve the situation enormously if they (and others at strategic locations) could each be given walkie-talkies or cell phones—otherwise some students should be assigned to be messengers so that salvage effort communications do not become yet another problem. ISU's Telecommunications Services (SEE Appendix I) has a limited number of Cell phones available, and might be in a position to loan us one or two in the event of an emergency situation.

however, it is important to be aware that these probably will not function in all interior parts of the library building.

C. **When the area has been declared "safe"** to reenter, the members of the Library Disaster Team should be the first to do so. If possible they will assemble initially inside, near the Check Out Desk; if they have to get together outside, it should be as close as possible to the west door of the New Theater Building (the "back" door, closest to the library). At that time they (with the head having responsibility and authority for decisions) will proceed with the following activities:

1. Notify the office of the Vice President for Administrative Affairs (SEE Appendix I) of the disaster.

2. Attempt to assess the extent of damage to library materials; and take Polaroid photos of the area, and of the books, materials, shelving, etc. which have been affected (a camera is located in the Library's Administrative Offices). Alternatively, if possible to do so very soon after the disaster has taken place, have the University's Media Technologies and Resources Department (SEE Appendix I) make a video in order to have a visual record for insurance purposes—this kind of documentation is vital. Insurance issues are a responsibility of the Associate Dean of Library Services (SEE Appendix I)

3. Determine if any sections of the building listed in APPENDIX II (PRIORITY AREAS WITHIN CUNNINGHAM MEMORIAL LIBRARY) have been damaged; if so, they become the first to be salvaged/ restored.

4. Contact the Head of the Rare Books Department (SEE Appendix I) if any materials there appear to be damaged (if the damage occurs when that department is closed, the special locking device on the door can **only** be opened by a member of that department, or by a library administrator). Materials from Rare Books are best left to the personnel there to deal with—the Head has his own Emergency Procedures for dealing with disasters (as does the Library Systems Department, which is why anything to do with computing is left out of this document). The key to the I. S. U. Archives is located in the Administrative Offices.

5. Call a Conservator or other preservation professional (SEE Appendix III) if high priority materials are damaged, or if items have suffered multiple problems. A rule of thumb is that if more than 500 books (any priority) have been damaged then the job is too big to do on-site and without the expertise of consultants. If materials have been damaged by water (SEE PROCEDURES FOR SALVAGE OF WATER-DAMAGED MATERIALS), this is the time to contact a freeze-drying firm; the director of ISU Dining Services (Marriott) (SEE APPENDIX I) has agreed to allow wet books to be placed in their freezers on a temporary basis.

6. Order items needed for salvage (SEE Appendix III)—but first use appropriate

materials and supplies found in the REACT-PAC (kept in a lower wall-cabinet marked with a "Disaster Emergency Kit" sign which is located in the southeast corner of the Check Out Desk) if it's possible to get to it.

7. Determine whether volunteers should by sought to assist the library staff and student assistants in removing and salvaging materials.

8. Find an appropriate location to which damaged materials can be taken for salvaging—if such a spot cannot be found within the library building (logistically by far the best solution), check elsewhere on campus. One possible location within CML is the northwestern corner of the first floor, away from the Reference collection, with study tables, chairs, and art works removed from the open area. Wherever salvage operations are set up, the location should be:

   a. protected by a plastic covering over the floor and over any tables, etc., to be utilized during the activities.
   b. dry, adequately ventilated and well lighted.
   c. located on the ground floor of the building, with easy access to the exterior; and if inside the library building, be serviced by an elevator, which has been "prioritized" for salvage activities.
   d. entirely isolated from other library collections, and in an area containing no valuable property which could be damaged by enthusiastic salvage operations.

PROCEDURES FOR SALVAGE OF WATER-DAMAGED MATERIALS

The following are immediate actions to take upon discovering a flooded or water-damaged area of the library. (It is crucial to be aware that there will only be 48-72 hours before permanent damage in the form of mold growth takes place if corrective activities are not taken.)

1. Go through **all relevant procedures** described in the section: **IMMEDIATE EMERGENCY ACTIONS AFTER A DISASTER**.

2. Be aware that there is extreme danger of electrical shock, therefore **do not** enter a flooded area until appropriate Facilities Management personnel have announced that it is safe for authorized personnel to enter.

3. Post library staff members at the entrances to the flooded area to keep out any unauthorized personnel—one of these at the entrance nearest to where damaged books are being removed will be assigned to record the call numbers of books being taken elsewhere for salvaging and/or off-site storage.

4. While Facilities Management is busy pumping out water and lowering temperature in the flooded area, it is a good time for the Disaster Team to:

   a. prepare a comprehensive plan of action.
   b. seek the advice and help of specialists.
   c. hire a conservator if necessary (an especially good idea if books already have mold growing on them).
   d. order supplies needed for the coming salvage efforts.
   e. determine (in consultation with others) the order for restoring public and technical services at CML.
   f. determine (also in consultation with others) if the building should be closed and for how long.
   g. contact a freeze-drying firm if high priority materials have been damaged.
   h. contact ISU Dining Services about how soon lower priority damaged books can be taken to their freezers.

5. The temperature must be immediately reduced as much as possible, through air conditioning or by other methods; plus maximum airflow throughout the area must somehow be created. If dehumidifiers are available they may be used with fans for small and enclosed areas; use as many fans in the formerly flooded area as can be acquired or borrowed to create a current of air directed so as to expel humid air from the area. The I.R.D and P. Department has two hygrometers to measure temperature and humidity, which should be used in order to know exactly what the situation is in the damaged area. The object is to avoid pockets of stagnant moist air (which would help mold to grow on books, as will happen within 48-72 hours if the air remains

humid and even fairly warm). After water damage, the collection in all areas of CML (even undamaged ones) should be checked regularly for mold for at least six months. Dealing with books that have mold growing on them is a truly horrendous problem that is absolutely worth any and all the prevention efforts!

6. When a salvage/recovery site has been set up (where there is nothing which could be damaged by water or mold—see **IMMEDIATE** Section C., #8 on page 4 for more site determinants), organize a "human conveyor belt" to remove materials to that area (for which extra student assistants may be hired, or volunteers brought in), first arranging for a library employee to be on hand in the receiving area to record the call numbers. However, do not attempt to remove materials from the area until all personnel have been **thoroughly** briefed, and their questions answered. It is **vital** that everyone dealing with the library's recovery effort be as informed as possible!

7. Some material from the disaster area will appear to be undamaged—canvass the university and community to locate storage space (a dry and open place if possible) if none is immediately available on site and arrange for the move.

8. **REMOVE MATERIALS FROM THE AFFECTED AREA IN EXACTLY THE CONDITION IN WHICH THEY HAVE BEEN FOUND.**

9. Do not permit anyone to either open thoroughly water-soaked books, or to close any that were found opened and drenched, or to remove covers when materials are wet, or to make any effort to restore normal shape to water-soaked materials, or to separate single sheets of paper, or to disturb wet file boxes, prints, drawings, or photographs. Such handling can result in extensive and often irreparable damage to materials that otherwise might be salvaged. These materials are best completely wrapped in plastic or freezer paper and taken to a freezer (this is where Marriott's agreement will become invaluable) in milk crates (which don't freeze or cause other problems) to be dealt with at a later time.

10. When the thoroughly wet materials mentioned above have been removed to a freezer or other appropriate site, set about salvaging operations in accordance with instructions in Procedures for Salvage of Water-Damaged Library Materials, by Peter Waters. Copies of this work are located in the open stacks and in the Rare Books Department (with a call number of Z701.W37 1975), plus in the Government Documents collection (with a call number of LC1.2:Sa 3), and an uncataloged copy is in the Information Resources Development Librarian's office (additionally, there is one at the Preservation librarian's home, should the others not be available due to damage to the building). The following instructions presume that electricity, water, and the heating/ ventilation/air conditioning functions are operational when salvage efforts get under way, and that windows and ceilings are weather-tight.

11. Pending the arrival of professional assistance, assemble as much of the following supplies and materials as possible:
    1. book trucks (metal, if possible)
    2. paper towels
    3. plastic bags/freezer wrap
    4. water hoses/nylon clothesline
    5. thin sheets of plastic and/or other non-woven fabric
    6. sponges, mops, pails, brooms, and rubber gloves
    7. plastic milk crates
    8. unprinted newspaper
    9. Thymol and ethyl of methyl alcohol

MANY OF THESE ITEMS CAN BE FOUND IN THE REACT-PAC (filled with emergency supplies) WHICH IS LOCATED IN A LOWER WALL-CABINET IN THE SOUTHEAST CORNER OF THE CIRCULATION DEPARTMENT MARKED WITH THE SIGN "DISASTER EMERGENCY KIT".

12. Carry out all cleaning operations whether outside of the building or inside controlled-environment rooms, by washing gently with fresh, cold, running water and soft cellulose sponges to aid in the release of mud and filth. Use sponges with a dabbing motion—do not rub. These instructions do not apply to materials with water-soluble components. Such materials should be frozen as quickly as possible.

13. Clean white blotting paper, white paper towels, strong toilet paper, and unprinted newspaper, may be used for interleaving in the drying process of damp or slightly wet (such as along the edges) materials. Interleaving should be done every few pages only, or the book will become distorted and stay that way when dry. Complete the process by placing clean blotting paper inside the front and back covers, and place the closed volume on several sheets of absorbent paper. It is important to change the interleaving frequently, and turn the book over to lie on its other side every time this is done. DO NOT STACK DRYING BOOKS ON TOP OF ONE ANOTHER, and do not return to regular shelves until they are THOROUGHLY dry. When nothing better is available, all but the color sections of printed newspapers may be used. Great care must be taken to avoid rubbing the inked surface of the newspaper over the material being dried: otherwise some offsetting of the ink may occur. Also, it is important to keep the air moving at all times in the drying area, which will speed up the drying process and discourage mold formation.

DO NOTs FOR HANDLING WATER-SOAKED BOOKS

1. **Do not** attempt to open a wet book, because wet paper is very weak and will tear at a touch. Therefore, hold the volume firmly closed when cleaning it, especially when washing or sponging. A closed book is highly resistant to mold and other damage.

2. **Do not** attempt to separate single-sheet materials unless they are supported on polyester film or fabric.

3. **Do not** attempt to remove all mud by sponging. Mud is best removed when it has dried.

4. **Do not** remove covers from books, since if left intact, they will help the books during drying.

5. **Do not** hang books over nylon clotheslines while they are very wet because the weight will cause damage to the inside folds of the sections, but when partially dry, they may be hung in that fashion to finish drying.

6. **Do not** put books and documents in a book press (there are several in the I.R.D. and P. Department's Mending Area) when they are water-soaked. This can force mud into the paper and subject the materials to stresses which will damage their structures.

7. **Do not** attempt to write on wet paper or other artifacts; use pencils with soft lead for making notes on slips of paper (do not stick post-it notes on book covers—a residue is left by the adhesive).

8. **Do not** pack newly dried materials in boxes and leave them without attention for more than 48 hours. The materials will still be susceptible to the formation of mold, especially if left in a warm humid atmosphere.

9. **Do not** use bleaches, detergents, water-soluble fungicides, wire staples, paper clips or bulldog clips, adhesive tape, or adhesives of any kind. Never use felt-tipped fiber or ballpoint pens or any marking device on wet paper. Never use colored blotting paper of any kind to dry books and other documents.

10. **Do not** rub when cleaning books; use a dabbing motion with a soft cellulose sponge to aid in the release of mud.

11. **Do not** attempt to deal with books containing clay-coated (glossy) pages at all—these

will clump together to form a solid block and cannot be salvaged when dry. To save such books at all, they should be first frozen at –10 degrees within six hours of becoming wet and then be vacuum freeze dried.

PROCEDURES FOR MATERIALS DAMAGED DUE TO EARTHQUAKES

1. Go through **all relevant procedures** described in the section: **IMMEDIATE** EMERGENCY ACTIONS AFTER A DISASTER.

2. Because many sections of the library's stack areas have rows braced by metal poles across the top shelves (to prevent a "domino effect" of toppling over if the ground shifts during earthquakes or aftershocks), and cross-bracing is built into some of the shelving, it is likely that not too much damage will occur. However, the rows of stacks are not bolted to the floor, so hundreds of books could spill out, with the effect of considerable damage to those books involved.

3. Before books may be salvaged, assorted debris and dust must be cleaned from the area, the carpeting vacuumed, and the shelves (after books have been removed), one at a time and top-down, first vacuumed—then dusted ("One Wipe" brand dust cloths do very nicely for this purpose), then washed with a mild detergent, and dried thoroughly Vacuuming of the carpeting should be done again at this time, and perhaps a final time after books are eventually replaced on the shelves.

4. Members of the Disaster Team will need to monitor the entire building for dust levels, not just the area where damage took place (because of the library's ventilation system) several times during the following weeks.

5. Books may be vacuumed, instead of thoroughly dusting with lint-free cloths or feather dusters (but if they have acquired a greasy coating due to air pollution, it is better to dust all but paperbacks and those bound in leather with "One Wipe" brand dust cloths). If vacuuming is done, the vacuum cleaner should have cheesecloth placed over the hose opening and under the brush. However, the least damaging way to vacuum a book is to use the miniature vacuum cleaner kept in the Lending Services Department at the Check Out Desk (where they use it to clean the open backs of computer terminals). Keep each book firmly closed when cleaning so no dust particles can enter it, and start with the top of the book.

6. As to damaged books, the Mending Area (of I. R. D. and P. Department) has a mini iron which may be used for ironing pages which have been pressed open by many books falling on top of each other. Book hinges and covers may have been damaged also and will need to be repaired.

PROCEDURES FOR MATERIALS DAMAGED BY FIRE OR SMOKE

1. Go through **all relevant procedures** described in the section: **IMMEDIATE** EMERGENCY ACTIONS AFTER A DISASTER.

2. The temperature must be lowered and the humidity raised back to a normal level as soon as possible, because an effect of fire even on "undamaged" books and paper collections will be to age them and bring them closer to an embrittled state.

3. Before books may be salvaged, ash and soot must be cleaned from the area, the carpeting vacuumed, and the shelves (after books have been removed), one at a time and top-down, first vacuumed—then dusted ("One Wipe" brand dust cloths do very nicely for this purpose), then washed with a mild detergent, and dried thoroughly. Vacuuming of the carpeting should be done again at this time, and perhaps a final time after books are eventually replaced on the shelves.

4. Using a system of fans and open windows (if possible on a clear breezy day), the smoke must be conveyed out of the building. Books that smell of smoke may be stood upright on a table and fanned open, and left that way for several hours.

5. Members of the Disaster Team will need to monitor the entire building for soot levels, not just the area where damage took place (because of the library's ventilation system) several times during the following weeks.

6. Use a rubber sponge to remove soot from the outsides of books, but rub gently—when blackened, the sponge should be discarded; "Pink Pearl" brand erasers are also recommended for removing soot. Depending on the amount of burn damage to a book, its pages may be trimmed or rebinding may be an option.

7. Consider having items microfilmed, or better yet (and probably cheaper), make use of the in-house tool mentioned in the following section for replacement of materials too much consumed by the fire to be in any way restored in their original format (the digital scanner can be set up to readjust final output in order to compensate for darkened original pages, remove evidence of scorching, etc.).

ANOTHER IN-HOUSE OPTION FOR SALVAGE OF LIBRARY MATERIALS

The digital scanner (if it is in usable condition) may be invaluable—priorities must be set up as to who can use it (if it is operational), and for what purposes. Salvage/preservation should rank fairly high in priority, especially if basic library services are not being offered due to the disaster; funds should be available for extensive use of the digital scanner to make replacement copies of books or other items damaged beyond repair, and for student assistants to be trained to do this work. For salvage/replacement purposes, it is important to use only archival-quality photocopier paper.

FINALLY...

When complete recovery from a disaster has occurred, it is most important to document as much as possible, while people's memories of the event is still fresh. Who (in house) did what and for how long; if consultants/outside experts were used, what they did, for how long and where (if off-site)—how well was it done and at what cost (plus did the library/university or an insurance company pay)? Were student assistants hired—the same questions apply; also, what about the use of volunteers? Additionally, what were the cost of recovery and supply materials, as well as replacement books, microfilm, etc.; what about insurance claims and subsequent payouts? What was the cost of "other service providers", etc., such as ISU electricians, and plumbers—what were their services, and was the library charged for them within the university accounting system? Did the bulk of the salvage work have to be done outside of the library building; were stack areas closed to the public, were some or all library operations either unavailable or temporarily located elsewhere? As an aid for future knowledge and reflection, a report should be made (preferably by the Information Resources Development Librarian). This would detail and answer all of the above concerns, with a copy going to the Dean, the Head of the I. R. D. and P. Department, as well as to other Disaster Team members.

Approved by:

_____ Date_____

Associate Vice-President for Information Services and Dean of Library Services

APPENDIX I

PEOPLE TO CALL (WORK/HOME TELEPHONE NUMBERS)

INDIANA STATE UNIVERSITY LIBRARIES ADMINISTRATORS:

Ellen Watson, Associate Vice-President for Information Services and Dean of Library Services.....3700
877-6217

Ron Martin, Associate Dean for Library Services.....3700
466-4801

Jeremy Shellhase, Assistant Dean for Library Systems.....3700
877-4462

LIBRARY DISASTER TEAM:

Kathleen Gaul, Information Resources Development Librarian.....3946
235-2089

Virginia Anderson, Teaching Materials Librarian/Cataloger.....2617
235-6236

O. Gene Norman, Information Resources Development Officer.....2672
299-1187

David Vancil, Head of Rare Books and Special Collections Department.....2611
299-9143

OTHER INDIANA STATE UNIVERSITY PERSONNEL:

Public Relations Librarian.....3373

Robert Schafer, ISU Vice President for Administrative Affairs.....3555
877-9165

Media Technologies and Resources.....2675

Telecommunications Services.....4183

Timothy Cottom, Supervisor of Installation and Maintenance of Telecommunications Services.....4181

Indiana State University Dining Services (Marriott).....4138

Public Safety (ISU Police).....5555
or 911

Facilities Management (Physical Plant Personnel) during normal working hours.....8100

In the event of a disaster, call these individuals in the following order--this is taken from that Department's "Emergency Callout List":

AIR CONDITIONING:

Donn Yarbrough.....(pager)832-0622
898-2164
Steve Butts.....877-6904
Tom Wilbur.....232-9255

ALARM SYSTEM:

Bill Peel.....(pager)828-2278
299-3211
Brian Summers.....235-2629
Doug Fell.....533-2430
Tom Everett.....877-2457
Ben Maynard.....(pager)823-0019
1(217)826-2509

BOILER PLANT:

John Little (Engineer).....(pager)832-0624
535-3117
James Gregg (Ass't. Engineer).....(pager)832-0625
466-7676
J. Bacon (Ass't. Engineer).....877-9689

CARPENTRY NEEDS:

Jerry Corenflos.....(pager)832-0623
466-3749
Jeff Bensinger (Locksmith).....466-9610
Art Blankenship.....466-2642

CUSTODIAL SERVICES:

Floyd Cheesman.....(pager)828-4622
234-7262
Tracy Kiefling.....(pager)828-4624
877-1714
Paul Reed.....(pager)828-4629
1(765)665-0585
Barbara Lawrence.....(pager)828-4631
466-5934

ELECTRICAL:

Ben Maynard.....(pager)832-0019
1(217)826-2509
Jerry Lankford.....466-4580
Doug Fell.....533-2430

Don McCullough.....495-6248

FIRE:
1. Kevin Runion.....(pager)832-0498
232-3142
cellular #(812)243-3824
2. Mark Pupilli.....(pager)832-0621
832-3902
cellular #(812)249-5931
3. Scott Tillman.....234-6265
4. Pat Teeters.....(pager)832-0033
235-4525
5. Bryan Duncan.....877-2727

HEATING:
Donn Yarbrough.....(pager)832-0622
898-2164

PLUMBING:
Donn Yarbrough.....(pager)832-0622
898-2164
Bob Collins.....232-0721
Tom Heber.....235-0691

TEMPERATURE CONTROL:
Donn Yarbrough.....(pager)832-0622
898-2164

If you are unable to reach any of the personnel in the Air Conditioning, Carpentry, Temperature Control, Heating, Plumbing or Boiler Plant, call:
Mark Pupilli.....(pager)832-0621
832-3902

If utilities need to be turned off during a fire contact the first person named above in the appropriate craft.

NON-INDIANA STATE UNIVERSITY TELEPHONE NUMBERS

Gas Leak Emergency (Indiana Gas Co.).....1(800)777-2060
Cinergy Energy/Electric Emergency.....1(800)521-2232
Indiana American Water Co. Emergency.....1(800)492-8373

SOURCES FOR VOLUNTEERS:

The following organization has agreed to be called upon in case of emergency and has been given a copy of the (current) Disaster/Emergency Procedures.

Friends of the Cunningham Memorial Library
Board of Directors Chairperson: ????? ???-????
David Vancil, Head of Rare Books Department.....2611
877-9165

The Association for Safety Science Engineers (the honor society for majors in Safety Management) can be contacted through the Department of Health and Safety.....3079

For additional sources of volunteers, consult the Directory of Voluntary Clubs and Organizations in Vigo County to be found at the Library Information Services Desk, with the call number Ref HS2513.T4D57 1990. (Also, if classes are underway, one might consider asking ISU fraternities and sororities about volunteering.)

APPENDIX II

PRIORITY AREAS WITHIN CUNNINGHAM MEMORIAL LIBRARY (MARKED FLOOR MAPS ARE INCLUDED)

1. Rare Books Collections// University Archives (hired conservators will probably need to deal with these unique, most valuable, and least replaceable parts of the library's collection)
2. Administrative Office (where personnel and accounting records, plus vital institutional information such as maps of electrical wiring, etc. are located)// Mending Unit (many tools and supplies for repairing damaged materials are kept here)
3. Interlibrary Loan Unit (items on loan from other libraries should be salvaged as soon as possible, as a courtesy gesture)
4. Reference Collections of the Library Information Services Department, Government Documents Unit, and the Teaching Materials, Microforms, and Media Departments (essential for providing basic services to patrons)
5. Library Stacks—Second Floor (including T.M.M. and M. Department's stack area), Third Floor, Basement, Lower Level (including Government Documents Unit's stack area), First Floor (New Books area and Browsing Room area)—the floors are listed in this order because the first three contain materials supporting ISU doctoral programs, and those are arranged by which doctorate has been offered by this institution for the longest time (many of the books located in the stacks are no longer in print and would be difficult or impossible to replace)
6. Acquisitions Department (replacement ordering will need to begin as soon as possible)
7. Monographic Cataloging Department// Serials Cataloging Department (including sheet shelf list)// Processing Unit (these areas will have to deal with replacement copies as soon as they arrive)
8. Check Out Desk Area// Reserves Area// Periodicals Area
9. Assorted offices and work areas for library employees (GOOD FOR MORALE!)

APPENDIX III

LIST OF LIBRARY AND ARCHIVAL RESTORATION FACILITIES, SUPPLIERS, AND CONSERVATORS

This list is not meant to serve as an endorsement of any individual organization or to be considered a complete list of available conservation labs, etc.; additionally, some institutions, networks, etc. are included which provide referrals only.

State Archivist
Indiana Historical Society
315 West Ohio St.
Indianapolis, IN 46202
(317) 232-1882

Northeast Documents Conservation Center (NEDCC)
Preservation Field Services
100 Brickstone Square
Andover, MA 01810
(978) 475-6021

Southeastern Library Network (SOLINET)
Preservation Field Services
1438 W. Peachtree St. NW
Suite #200
Atlanta, GA 30309
(404) 892-0943

Jim Canary
Head of Conservation
Lilly Library
Indiana University
Bloomington, IN
98 855-3183

Thomas Clareson
Manager
Preservation Services
AMIGOS Bibliographic Council, Inc.
12200 Park Central Dr., Suite 500
Dallas, TX 75251
(800) 686-8975

Mid-West Freeze Dry Ltd.
7326 Center Park Ave.
Skokie, IL 60076
(847) 679-4756

PHOTOGRAPHIC RESTORATION

Image Permanence Institute
70 Lomb Memorial Dr.
Rochester, NY 14623
(716) 475-5199

Thomas W. Orth
417 South Franklin St.
Wauseon, OH 43567
(419) 335-4083

ART (ON PAPER) RESTORATION

Paper Conservator
Indianapolis Museum of Art
1200 W. 38th St.
Indianapolis, IN 46208
(317) 923-1331

BOOKBINDING AND CASEMAKING

Heckman Bindery, Inc.
1010 N. Sycamore
P. O. Box 89
North Manchester, IN 46962
(219) 982-2107

Florian R. Bieschke
23777 Adams Rd.
South Bend, IN 46628
(219) 272-1032

MICROFICHE RESTORATION

Kodak
(800) EKC-TEST

University Microfilms International (UMI)
(800) 345-9084

SALVAGE AND DISASTER RECOVERY SUPPLIES AND SERVICES

It might be necessary (depending on the type of disaster) to check the Terre Haute Phone Directory Yellow Pages under the heading "Fire & Water Damage Restoration"—there are several entries for different types of service (water removal, roofing, boarding up windows, etc.). Additionally, the directory has listings under "Boxes—Corrugated & Fiber" and "Boxes—Specialty & Fancy" which might be useful.

NBD International, Inc.
250 West Main St.
Ravenna, OH 44266
(800) 929-3398

University Products
P.O. Box 101
517 Main St.
Holyoke, MA 01041
(800) 628-1912

New Pig Corporation
One Pork Ave.
Tipton, PA 16684
(800) HOT-DOGS

Many other restoration facilities and suppliers are listed on the Commercial Services page in Conservation Online (www) under the address:

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